**Elrick Parent Forum Meeting**

**Date: Wednesday 24 April 2017**

**Location: Elrick Primary School Staff Room**

Attendees: Angela Bowman (Chair), Mrs Malcolm, Jillian Christie, Monique Blair, Ruth Macdonald, Evelyn Ewen, Bruce Bain, Donna Snowie, Caroline Macleod, Mrs. Robinson, Mrs. Anderson, Mrs. Skinner.

**1. Chairperson’s welcome**

AB expressed thanks to everyone for attending.

**2. Apologies**

Kelly McLeish, Jenny McCue.

**3. Review, complete and approve minutes**

**Toilets**

LM - No update as yet, Mrs. Malcolm is waiting to hear back from Brian Duthie, she has emailed him. It is not Bancon Homes who do the work now, but a company called FES.

**Car Parking**

AB - Still an ongoing issue.

LM - The school will be promoting walking or cycling to school this term, with incentives for children to do so. Miss. Darlington is looking into this currently.

**Lateness**

AB - This has been better recently.

**Shell Technology Grant**

JC - This is still in-progress. Shell’s employee specific scheme has been applied for by JC, this is £350 and should be with us shortly.

**Swim Team**

LM - Shelley Elrick has ordered approx. £170 worth of kit this is being jointly funded by the Parent Forum and the School. The School will be communicating to children shortly about the inter-school gala this term.

**Curriculum Rationale**

LM – currently with Mrs. Malcolm to make further amendments.

**Group Call Expressions App**

AB – this is currently in the pipeline. When it is available the more parents who use it the better as it is free to send messages as opposed to the texting alternative, which is costly. The app is coming soon.

**P7s Eco Group**

AB – the group have send out letter requests to the local Community Council and also Garden centres. The PF are happy to help but the more help they can source from outwith the better.

**4. Head Teacher’s Report**

**Staffing changes.**

* Mrs. Malcolm is retiring at the end of term. The Local Authority will be recruiting shortly for her position.
* Mrs. Ellington has started in the nursery.
* Mrs. Singer has started in the office.
* The two-day Depute Head Teacher post is currently being recruited for.

The staffing for the next session will be planned out over the next few weeks. There’s always lots of movement at this time of year . There will be the 16 classes this next year and the school is looking pretty high in numbers at the moment but that’s always subject to change before the end of term.

**Anti-bullying policy**

A copy was circulated to everyone for review and will be available to parents via the school website shortly. Any comments appreciated.

**Nursery and P1 inductions**

The nursery and Primary 1 inductions programmes are underway. There are several meetings and activities planned over the next couple of months. LM requested some help serving teas and coffees at these meetings, specifically Tues 13th June for the nursery and Wednesday 21st June for Primary 1 parents. We will require volunteers to assist with teas and coffees – Contact the office if you can help.

**Play Buddies**

Volunteer play buddies from P5 and P6 started today. They will meet with Mrs. Malcolm weekly to discuss how it is going.

The Primary 1-3 classes are out playing in year groups this term to assist those who find playtime challenging. Play situations are being set up and children are learning new games etc. to give them ideas of things they could be doing at break and lunchtimes.

**Workshops for parents**

This will be discussed at the next staff meeting, Mrs. Malcolm wanted to gauge what times would be best, after school/evening etc. - consensus was that early evening is when more parents would be available.

**Financials**

* Mrs. Malcolm requested cash from the PF to contribute towards funding buses for school trips. A minimum of £50 per class as an allowance was suggested. CM agreed to pay 8 x £100 now and 8 x £100 at a later date after Fun day is over.
* Playdale do an annual inspection of the new play equipment which the PF is paying for. It is a one off cost of £195.
* Sports Day – supplying teas and coffees was discussed. The school will take this forward.
* There will be a school led mini-marathon event in June.

**5. Sports Day – Thursday 25th May 2017**

LM - After a mixed response to last year’s sports day, much thought has gone into what to do this time round. It has been concluded that a combination of the competitive races and the potted sports is the best plan, all to take place the same day. The field will be set up the same, with three sides of the square as potted sports, and competitive races along the bottom side of the square. Children will be within house teams in their classes, with each class moving round the square. Coffees and teas will be served in the middle. The picnic lunch with the children is planned the same as last year. There will be no videoing permitted by parents.

**6. Treasurers Report CM**

CM – the current bank balance £7,300. £6,000 is required for to run funday.

*Income since the last meeting –*

£1000 disco and dress down day.

**7. World of Work Week – w/c 5th June.**

JA – there is no health week this year, instead the school is focusing on teaching children about the world of work. Many children don’t have much knowledge on what type of jobs they could do when they leave school and what opportunities are available, or what it takes to run a business, in the private or public sector. JA has drafted a letter which will be going out soon to parents asking for volunteers to talk to children in a class setting or in a presentation, whatever they are comfortable with. The school would like to focus on the supply chain of businesses, for example what it takes to run a hospital or supermarket, at every level. Letters will be going out next week; in the meantime does anyone know of a local business who may like to help? JA has also been discussing a provisional homework task of finding out parents’ timeline of work in their lives.

**8. Fundraising**

AB – Fast approaching Fun day, which is the biggest fundraiser of the year for the Parent Forum. Shortly Claire Goldie will be communicating to parents to attempt to fill approximately 220 man-hours for the duration of fun day. Hoping to have a good response from parents and older children, it is suggested approximately P5 and above can assist on stalls too.

AB – raffles will be sent out next week. We are sending 4 books to each family with a prize for the most tickets sold.

AB – general message that help is always appreciated, before and after the hours of fun day to set up and tidy up (this usually takes place approx. 10am – 4pm latest). Many hands make light work; even a half hour of someone’s time is a great help.

DS – Donna is organizing a Race Night on Friday 9th June at the Ashvale. They run the evening for us, with £5 of the £15 ticket price going straight to us. There are 8 races and hopefully we can sell 100 tickets. Half of the money bet goes to us too. More information to follow in a letter.

AB – there was a bags 2 school collection this morning, great amount of bags, thanks to everyone. Another is planned for the 24th May.

Omissions: It has been noted that there was an omission in the minutes of our June 2016 AGM. It was not recorded that Mrs Caroline MacLeod was formally voted in as our treasurer that night and therefore this entry should address this retrospectively. With apologies to Mrs MacLeod, for the oversight.

**Next PF meeting**

The next meeting is our AGM on the 7th June at 6.00pm. Details of vacant positions will be communicated beforehand. 5 voting members are required to continue to the next school year. If this is not achieved our bank account can be seized by Aberdeenshire Council. All committee members are happy to informally discuss the ins and outs of the Parent Forum to anyone who is interested.